DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Development Coordinator exists in the Information Systems Department is to architect application software systems for customer departments. This classification does not supervise other employees. Work is performed in an independent manner under the direction of the GIS Director. The Development Coordinator is distinguished from the Sr. Development Coordinator by the smaller scale of the system being created. This classification is also responsible for supporting software applications developed by troubleshooting and enhancing them when appropriate.

ESSENTIAL FUNCTIONS

Works with customer departments to understand their automation needs, prepares technical specifications, and recommends options to stakeholders.

Develops small software systems including creation of user interface design, database design and programming.

Develops reports and the report modules including creation of advanced queries for ad hoc reports used in conjunction of larger software developed applications.

Supports users of the GIS systems by troubleshooting system problems, installation configuration development, installation, documentation and training.

Acquires and manipulates data including merging similar data from separate sources, which may have different data models. Requires modifying, splitting or combining old data to meet the requirements of the new data model. These duties also include review and analysis of different data models and developing plans to combine the data.

Coordinates various new projects in support of the GIS system including addition of new data layers.

Researches, tests, and recommends modifications of new releases of enterprise software before installation on all city computers.

Trains users in a classroom or individually on specific software applications.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Microsoft NT and the related Office software programs
Open systems procedures, operations, data flow, and record maintenance

Safeguards and security procedures and protocols

Systems analysis and design

Several programming languages such as Visual Basic, SQL Server, MS Access

Ability to:

Manage all aspects of projects to ensure timely completion.

Listen and communicate effectively with a diverse group of people. Communicates with users orally, in person, and on the telephone to solve concerns and recommend alternatives.

Make oral and written presentations of system analysis, design and operational data in a clear, concise and non-technical manner.

Comprehend and make inferences from written material and oral direction.

Produce written reports using clearly organized thoughts and proper sentence construction and grammar.

Operate a variety of standard office equipment that require continuous and repetitive arm, hand, and eye movement.

Make independent actions or decisions on technical issues.

Lift and move computer equipment up to 20 pounds

Education & Experience:

Any combination of education and experience equivalent to a Bachelor degree in Computer Science or a related field and a minimum of 2 years of experience in system analysis or design, development, testing and implementing software applications.

FLSA STATUS: Exempt   **HR ORDINANCE STATUS**: Unclassified